**30.22.2 Computer Studies Paper 2 (451/2)**

1. **(**a) (i) Creating the database

* + - Correct filename. ***(1 mark)***
    - Save. ***(1 mark)***

Creating tables, field name and mark field type.

* + - Product. ***(4 marks)***
    - Supplier. ***(5 marks)***
    - Order. ***(7 marks)***

1. Data entry
   * Product. ***(5 marks)***
   * Supplier. ***(3 marks)***
   * Order. ***(4 marks)***

(b) (i) Relationship

* + - Product – order (1 – m). ***(2 marks)***
    - Supplier – order (1 – m). ***(2 marks)***

(ii) Picking correct fields ***(2 marks)***

Setting the filter.

* Selection of correct field. ***(2 marks)***
* Criteria. ***(2 marks)***
* Saving. ***(1 mark)***

(c) Creating form

* + - Correct title. ***(2 marks)***
    - Fields ***(2 marks)***
    - Layout (column or justified) ***(1 mark)***

(d) Printing

* Product. ***(1 mark)***
* Suppliers. ***(1 mark)***
* Orders. ***(1 mark)***
* Query. ***(1 mark)***

2. (a) Data entry. ***(1 mark)***

(b) (i) Title (correct title & insertion). ***(2 marks)***

(ii) Column heading sales representative. ***(1 mark)***

Mention of 4 weeks. ***(2 marks)***

(c) (i)

* + - Column label. ***(1 mark)***
    - Formula. ***(1 mark)***
    - Copying formula. ***(1 mark)***

(ii)

* + - Company’s total sales for the month. ***(1 mark)***
    - Inserting total label. ***(1 mark)***

(d) (i) =1F(F4<=65,000, F4\*0.05, 65,000\*0.05 + (F4 – 65,000)\*0.12)

(2) (1) (1) (2)

(i) ***(8 marks)***

=IF (F4>65,000, 65,000\*0.05 + ( F4-65,000)\*0.12,F4\*0.05)

(2) (1) (2) (1)

Column label (i) ***(1 mark)***

Copy formula (i) ***(1 mark)***

(ii) Total commission. ***(1 mark)***

(e) (i) Decimal place. ***(½ mark)***

1000 separator . ***(½ mark)***

(ii) Title

* Boiling. ***(1 mark)***
* Centering. ***(1 mark)***

(iii) Double outline border. ***(2 marks)***

(f) Graph

* Title. ***(1 mark)***
* X-axis. ***(1 mark)***
* Y-axis. ***(1 mark)***
* Legend. ***(1 mark)***
* Bar graph (Data selection). ***(3 marks)***
* Insertion on new sheet. ***(1 mark)***
* Saving. ***(1 mark)***

(g) Sorting in ascending. ***(1 mark)***

Saving. ***(1 mark)***

(h) Printing

* A: Faida 1. ***(1 mark)***
* A: Faida 2. ***(1 mark)***
* Chart. ***(1 mark)***